PRO/FILE PLUS 5
INSTRUCTIONS

Main Menu

(A)dd file - Self Explanatory
(AUTO) search - Note 1
(DATE) files - Self Explanatory
(LOAD) file - Self Explanatory
(NN) new name - Self Explanatory
(DEFP) print format - Note 2
(C) at disk - Note 3
(EDIT) phrase - Note 4
(SAVE) file - Self Explanatory
(MERGE) file - Self Explanatory
(RST) restart - Note 5
"T" - Turns audible "Tick" On/Off in Add/Edit

SEARCH COMMAND? " " - Enter command

Additional Commands:
SEARCH COMMAND: "*" - Lists all files
SEARCH COMMAND: "Command\D" - Block deletes all files with command word
SEARCH COMMAND: "Command\T" - Tally. Note 6
SEARCH COMMAND: "Command\U" - Update. Note 7
SEARCH COMMAND: "Command\S" - Sum count. Note 8

File Menu

C)opy - Self Explanatory
D)elete - Self Explanatory
G)o to Main Menu
M)ore info - File: Order:
Open: Date:
Format:
E)dit - To Add/Edit Menu
A)dd - To Add/Edit Menu
R)estart search - Goes to 1st file searched
Type Search Command - Self Explanatory

Add/Edit Menu

Add or Edit file - Self Explanatory
SHIFT & 1 - Switch Insert/Over. Note 9
SHIFT & 2 - Caps lock. Locks caps In/Out
SHIFT & 3 - Line delete. Note 10
SHIFT & 4 - Line erase. Note 11
SHIFT & 5,6,7,8 - Move cursor
SHIFT & 9 - More info:
SHIFT & SYMBOL SHIFT - Line insert. Note 12
SYMBOL SHIFT & STOP - Close file, go to Main Menu
SHIFT & 9 - More info:
File: Order:
Open: Date:
Format:
SHIFT & 9 - Back to 1st Add/Edit Menu items

Additional Functions:
SYMBOL SHIFT & STEP - Closes file and goes to next file with same command
SYMBOL SHIFT & TO - Closes file and goes to blank screen for new file
SYMBOL SHIFT & AND - Duplicates a file when identical files needed
SYMBOL SHIFT & AT - Note 13

Other Editting Hint: To edit many files starting at a different location then upper left corner change program line 5ØØ2 variables L (line) and C (column) to desired location. Example: Editting on line 5, column 10 changes L to 4 and C to 9. Enter RUN 9996 to start program.

NOTE EXPLANATIONS

1 - Enter the "Command" or any of the additional commands listed.

2 - To print entire file enter "ALL". To print individual lines list line numbers and separate with a /. Any combination of line numbers is allowed, i.e., 1/3/6/2/5 and will print in order listed Print a blank line by typing Ø.

3 - Catalogs disk file.

4 - Allows one line phrase (32 characters max) to be put in a file during Add/Edit. (See 13)

5 - Deletes all files and returns "space open" to maximum bytes.

6 - In Tally count: SUM 1 shows combined total on line selected of all numbers from columns 1-16 on found files.
SUM 2 same except for columns 17-32.
Note: Only numbers or math formulas (+,-,/) can be used on line selected. Numbers may be whole, decimals or fractions.

7 - Used to change old phrase (See 4) with new phrase. New phrase must start with first character of old phrase but can use words in old phrase, i.e., Student file number (old) to Student record number (new) requires typing "Student record" only. As program runs to change files found you can pause it by holding down space bar. When instructions appear at bottom you can release space bar. Press any key (except space bar) to continue.

8 - In Sum count: SUM 1 shows combined total on line selected of all numbers from columns 1-32 on found files.
SUM 2 same except for individual file.

9 - Insert (white cursor) puts text between existing text. Over (yellow cursor) replaces existing text with new text.

10 - Deletes entire line and all subsequent lines move up.

11 - Erases line text but subsequent lines do not move up. Only text to the right of cursor is erased. To erase entire line move cursor to far left position.

12 - Inserts a blank line where cursor is placed and shifts subsequent lines down. Note: Will shift line 15 off screen and any data on line 15 or other lines shifted off screen is lost permanently.

13 - Place cursor where phrase (See 4) is to begin and press SYMBOR SHIFT and AT. If text is already on line "Over" mode will cover everything in it's way. In "Insert" mode phrase will move existing text to right of cursor and if longer then 32 characters then off the screen and text is lost permanently.